



UNITED STATES DEPARTMENT OF EDUCATION
HUMAN RESOURCES SERVICES

VACANCY ANNOUNCEMENT
CAREER INTERN PROGRAM

Employment Agency: U. S. Department of Education, Office of Inspector General is currently recruiting for a Career Intern position in the Kansas City Field Office.

Announcement Number: OIG-2010-CIP-KC01

This is an Excepted Service position. The incumbent serves as a Career Intern.

You must be a U. S. Citizen to be eligible for consideration.

This announcement is open to candidates at educational institutions of higher learning.

Opening Date: July 29, 2010

Closing Date: August 18, 2010

Position title/series and Grade: Criminal Investigator, GL-1811-9

Beginning Grade: 09

Salary Range: \$ 49,029 - \$63,259 plus 25%

Promotion Potential: GS-13

Duration – Appointment: Excepted Service NTE 2 Years

UPON SUCCESSFUL COMPLETION OF THE 2-YEAR INTERNSHIP, THE INTERN WILL BE ELIGIBLE FOR IMMEDIATE CONVERSION TO A FULL TIME CAREER OR CAREER-CONDITIONAL APPOINTMENT IN THE COMPETITIVE SERVICE.

Bargaining Unit: No

Work Schedule: Full-Time

Number of Positions: More than one position may be filled.

DUTIES: The incumbent serves as a Career Intern. The employee must participate in a 2-year formal training program and job assignments designed to develop competencies appropriate to the agency's mission and needs. Training assignments will include, but are not limited to, formal training classes, rotational, or other job assignments, on-the-job training, mentors, attendance at conferences and seminars, or other activities approved by the agency and upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service. Positions are located in the U. S. Department of Education, Office of Inspector General, Central Region, Kansas City, Missouri.

In a developmental capacity the incumbent is involved in carrying out investigation activities as part of an investigation team. In a developmental capacity plans and conducts complete investigations or portions of investigations that may require modifications of the investigative plan concurrent with the investigation. Incumbent investigates simpler types of fraud, conspiracy, and corruption cases involving non-controversial matters of few minor controversial issues. May be a member of the intrusion response team, assist a computer forensic analyst or participate in proactive investigations.

BASIC REQUIREMENTS:

(GS-9)

Two years of graduate education; OR

A master's degree or equivalent degree; OR

One year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-7 level in the Federal government. At this grade level, criminal investigators assist in planning and performing routine aspects of investigations. They act under supervision and follow specific instructions and guidance; OR

Completion of a percentage of the two-year graduate education requirement and a percentage of the one-year specialized work experience requirement that combined equals 100%. To make this determination, first convert the amount of graduate education completed into a percentage. For example, completion of one year of graduate courses meets 50% of the education requirement. Then convert the amount of specialized work experience into a percentage. For example, one-half year of specialized work experience, meets 50% of the work experience requirement. Then add the percentages together. If they equal 100% or more, this requirement is met; OR

Combination of education and experience.

More information about this can be found at: <http://www.opm.gov/Qualifications/standards/group-stds/gs-admin.asp>.

Graduate Education: Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

NOTE: Qualified candidates will be required to submit transcripts and other college documents substantiating all course work, GPA, and honor society membership relevant to meeting the above qualification requirements. Failure to provide this information may result in a rating of ineligible.

PLEASE SUBMIT EITHER A COPY OF YOUR UNOFFICIAL OR OFFICIAL TRANSCRIPT (IT MUST BE READABLE).

Note: If you meet the educational requirements of this position within 60 days of the closing date, you will be considered.

SELECTION OF QUALIFIED APPLICANT (S) WILL BE ASSESSED ON THE BASIS OF THEIR RESUME AND AN INTERVIEW.

In accordance with Federal regulations, an application may consist of a resume; or Optional Form 612, Optional Application for Federal Employment; or other written submission.

MEDICAL REQUIREMENTS:

The duties of positions in this series require moderate arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to him/her or others is disqualifying.

CONDITION OF EMPLOYMENT: THE SELECTEE MUST BE ABLE TO OBTAIN AND KEEP A TOP SECRET SECURITY CLEARANCE.

1. The selectee must pass a pre employment physical examination meeting the minimum standards established by the Department. He / she must be physically vigorous, thus enabling him / her to work long hours under adverse conditions.

2. Applicants must be a minimum age of 21 and not have reached their 37th birthday prior to the opening date of this vacancy announcement. If an applicant reaches his/her 37th birthday during the open period of this vacancy announcement, the application will be considered. Applicants who reach their 37th birthday prior to the opening date of this vacancy announcement will not be considered. Applicants who are currently or previously have been employed under a law enforcement position covered by 5 U.S.C. § 8336(C) or 5 U.S.C. § 8412 (D) and applicants with documented veteran's preference are not restricted from applying.
3. Training requirement: Selectee must successfully complete or have completed the eight week basic criminal investigator course at the Federal Law Enforcement Training Center, Glynco, GA. or an equivalent course. Retention in the position and payment of the special rate is subject to successful completion of this training.
4. Employees are often required to carry a firearm during performance of duties and must maintain firearm proficiency.
5. This position requires you to be authorized to carry a firearm. Therefore it is subject to the Lautenberg Amendment, 18 U.S.C. Section 922 (g) (9) and you will be required to verify that you have not been convicted of a misdemeanor crime of domestic violence.
6. Employees are required to maintain physical fitness standards set by the Department, and are required to participate in an annual physical fitness test.
7. Frequent travel within the regional area and nationwide is required.
8. Appointment is contingent upon the selectee being granted a critical-sensitive security clearance.
9. Applicants tentatively selected for the position will be required to submit to a urinalysis prior to appointment to screen for illegal drug use, and will be subject to periodic random testing thereafter.
10. Selectee must show proof of a valid driver's license.

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran's preference. The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for Veterans' preference.

If you are claiming veteran's preference based on a compensable, service-connected disability of 10 percent or more, you MUST SUBMIT proof of your service-connected disability by submitting a DD Form 214, SF-15, and an official statement, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying the percentage of your service-connected disability. Additional information on veterans' preference is available in the Veterans Guide that can be found at <http://www.opm.gov/veterans/html/vetguide.htm>. More information on veterans' is available in the Vet Guide that may be found on the United States Office of Personnel Management website at www.opm.gov.

Preference eligible's or veterans who have been separated from the armed forces under honorable conditions may apply.

Candidates may be asked to fill out a Declaration of Federal Employment (optional form 306). Individual(s) selected for positions will be required to certify that their application materials are accurate when they enter on active duty.

WHERE TO APPLY: Send applications and all required documents to:

U. S. Department of Education
Human Resources Services Office
ATTN: Ike Gilbert
Announcement: OIG-2010-CIP-KC01
915 Second Avenue, Room 3388,
Seattle, Washington 98174

For additional information regarding this announcement, call Ike Gilbert at (206) 607-1667.

WE DO NOT ACCEPT E-EMAIL APPLICATIONS

APPLICATION RECEIPT: All applications and forms must be received or postmarked by the closing date of this announcement. All applications will be retained by the Human Resources Service as part of the record of this action. Applications received in franked U. S. Government envelopes will be returned without consideration.

NOTICES: Applicant(s) selected for this position is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U. S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made and official offer of employment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

Additional selections may be made within 90 days of the opening of this announcement should vacancies occur.

CANDIDATE (S) SELECTED FOR THIS POSITION ARE SUBJECT TO A SECURITY CLEARANCE PRIOR TO ENTERING ON ACTIVE DUTY.

Relocation expense will not be paid.

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS.

The Department of Education is an equal employment employer.